

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**

invites your interest in the position of

Deputy Court Executive Officer



About the Court:

The Superior Court of California, County of San Bernardino holds jurisdiction over the largest county in the United States, geographically, covering over 20,000 miles and serving more than two (2) million people. The county has three distinct geographical areas: desert, valley and mountains. Each geographical area is home to one or more Court Districts.

The court has 71 judges and 13 subordinate judicial officers who hear court proceedings in 17 locations: Barstow, Big Bear, Chino, Colton, Fontana, Joshua Tree, Needles, two sites in Rancho Cucamonga, Redlands, six sites in San Bernardino, and Victorville. Approximately 1,000 employees service the needs of the Court by providing administrative and clerical support.

In addition, there are operational sites in San Bernardino: the Appeals and Appellate Division, Court Executive Office & Administrative Services, Court Records Center, and the Court Compliance Division.

About the Community:



San Bernardino County is the largest county in the contiguous United States. Frequently referred to as the “Inland Empire”, San Bernardino county is located in beautiful Southern California and is one of the fastest growing areas in the country.

Mountain and desert resorts, oak trees, pine trees, and palm trees—all in your backyard.

A county which retains its rural feel, yet is

minutes from greater Los Angeles metropolitan area, offers choices for every lifestyle.

The county provides superb outdoor recreational settings for skiing, hiking, biking, camping, golfing and boating; including Lake Arrowhead, Big Bear, and Joshua Tree National Monument. In addition, the County is home to three baseball teams, a hockey team and the California Speedway for sports enthusiasts.

Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. Shopping centers, museums and cultural activities are plentiful. The County also hosts the annual Route 66 Rendezvous. In addition most of Southern California’s major attractions are within close proximity.

Our Mission Statement:

Our Court exists to preserve and protect rights and to effect fair resolutions of all disputes brought to the Court.

The Position:

The Deputy Court Executive Officer plans, organizes and directs the activities of the Administrative divisions including: Fiscal, Personnel, Facilities, Records, Jury, Grand Jury, Contract Administration, Compliance, Purchasing, and Indigent Defense. This position is a member of the Executive Team and reports directly to the Court Executive Officer.

Typical duties of the Deputy Court Executive Officer include, but are not limited to:

- Assists the Court Executive Officer in program and departmental planning and development and in the communication and implementation of the Court's goals, values and policies.
- Directs programs of the court through subordinate management; advises and directs subordinate administrators and managers in the resolution of issues to increase efficiency, comply with judicial policy and conform to applicable legislation.
- Makes recommendations and assists in formulating court-wide policies and procedures; confers with the Court Executive Officer, Presiding Judge, the Court Executive Committee, judges of the court, and operational managers in determining and revising court policies.
- Assists in directing strategic initiatives of the Court, including research, analysis and planning for administrative programs.
- Directs the preparation of comprehensive studies, reports and long-range planning and development programs.
- Reviews, evaluates and interprets trends, new legal requirements, laws and pending legislation affecting court programs; implements policy and procedural changes to ensure compliance with regulations and guidelines.
- Develops and implements innovative and creative delivery methods to introduce new programs, enhance existing systems, improve services and meet the goals and objectives of the Court.
- Serves on and coordinates support to various Court Judges' Committees and serves as a member and attends meetings with Judicial Council working groups, County and justice system agencies.

The Ideal Candidate:

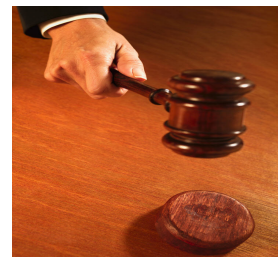
The successful candidate for this position will have graduated from an accredited college or university with a Bachelor's degree in business administration, public administration, administration of justice or finance. A Master's degree is highly desirable. The candidate must have 10 years of administrative management experience. Experience in a court or legal environment is desirable.

Excellent Compensation & Benefits:

The salary range for this position is \$130,249 — \$166,691 annually.

The Court provides an excellent benefits package that includes:

- 401 (K) Deferred Compensation match up to 8% of salary.
- Retirement: 7% court paid, plus supplemental contribution.
- Cafeteria Benefits for use in the purchase of medical and dental coverage.
- Court paid vision coverage for employee and family.
- Vacation, Sick and Holiday leave.
- Administrative Leave of 80 hours per year.
- Tuition and professional membership allowance.
- Retirement Medical Trust Fund.
- 457 Deferred Compensation plan.
- \$50,000 Life Insurance policy.
- Automobile Allowance.



The Selection Process:

Following an administrative review of each application, supplemental application and resume, only the most qualified candidates will be invited to an oral interview on 2/9/2009. Top ranked candidates will be interviewed by the Court Executive Officer on 2/10/2009. References will be contacted following candidate approval.

If you are interested in this exciting career opportunity, please submit an official court application , supplemental application and resume to:

Superior Court of California
County of San Bernardino
172 W. Third Street, 2nd Floor
San Bernardino, CA. 92415-0312
Recruitment # 08-033

Application materials can be obtained by phone at (909) 387-6894 or on the internet at www.sb-courts.org.

Final Filing Date: 4:30 p.m., January 19,2009
